



*January – March 2007*

# Winter 2007 Classes

## South Lot Computer Lab

<p><b>GED / Adult Education</b></p> <p>Instructor: Jim Shaeffer 651-3205</p> <p><b>January 4 – March 15</b></p> <p>Everett Comm College Will register in class.</p>	<p><b>Tues / Thurs</b> <b>8:30 – 11:20 am</b> <b>OR</b> <b>Tues / Thurs</b> <b>4 – 6:30 pm</b></p> <p><i>Open lab on Mon/Wed from 8:30-11:30 am</i> <i>(You may use these times in place of or addition to the Tues/Thurs class)</i></p>	<ul style="list-style-type: none"> <li>Develop skills necessary to pass the GED</li> <li>Refresh your math, reading, writing, or typing skills. One-on-one tutoring available.</li> <li>Class open for all Washington state residents age 16 and older. Students 18 and under will need a permission slip from their last school attended.</li> <li><b>\$25 tuition fee for this class.</b> Tulalip Higher Education will pay tuition for tribal members. A tuition waiver is available for eligible students.</li> </ul> <p><u>To Sign-up:</u> Come to class Monday through Thursday at 8:30 am or Tues/Thurs at 4 pm; new students will take a reading-math appraisal (2 hours). You may start the class at <u>any time</u> during the quarter.</p>		
<p><b>Accounting 101</b></p> <p>Instructor: Jim Shaeffer 651-3205</p> <p>Students must pre-register with instructor.</p> <p>Limit of 20 students</p>	<p><b>Tues / Thurs</b> <b>1 – 3:30 pm</b> <b>Jan 2 – Mar 13</b></p> <p><i>Accredited by Edmonds CC</i></p>	<ul style="list-style-type: none"> <li>Accounting concepts &amp; procedures</li> <li>The accounting cycle</li> <li>Bank procedures &amp; cash</li> <li>Payroll concepts &amp; procedures</li> <li>Peachtree accounting software</li> </ul> <p><b>Free class for Native Americans, their families, &amp; employees of Tulalip Tribes, Casino/Bingo</b></p>		
<p><b>PC Accounting Applications</b> Accounting 216</p> <p><i>Prerequisite: Acct 101 or Instructor permission</i></p> <p>Students must pre-register with instructor.</p> <p>Limit of 20 students</p>	<p><b>New Class</b></p> <p><b>Mon / Wed</b> <b>1 – 3:30 pm</b> <b>Jan 3 – Mar 14</b></p> <p><i>Accredited by Edmonds CC</i></p>	<ul style="list-style-type: none"> <li>Prepares students to interact with computerized accounting systems.</li> <li>Major concepts of computerized accounting will be introduced including trial balance maintenance and financial statement generation.</li> </ul> <p><b>Free class for Native Americans, their families, and employees of Tulalip Tribes, Casino/Bingo</b></p>		
<p><b>Computer Workshops</b></p> <p>Instructor: Jim Shaeffer Certificates will be given Will register in class. Limit of 20.</p>	<p><i>Learn the fundamentals of Microsoft Office!</i></p> <p><b>Friday mornings</b> <b>8:30 – 11:30 am</b></p>	<ul style="list-style-type: none"> <li>Jan 12</li> <li>Jan 19</li> <li>Jan 26</li> <li>Feb 2</li> <li>Feb 9</li> <li>Feb 16</li> <li>Feb 23</li> <li>Mar 2</li> </ul>	<ul style="list-style-type: none"> <li>Word I</li> <li>Word II</li> <li>Excel I</li> <li>Excel II</li> <li>Access I</li> <li>Access II</li> <li>PowerPt</li> <li>Outlook</li> </ul>	<p><b>Free class for Native Americans, their families, and employees of Tulalip Tribes, Casino/Bingo</b></p>

# *Tulalip Construction Industry Trades Program*

## *2006-2007*

Free Classes for Native Americans, their families, and employees of Tulalip Tribes		
<b>Fundamentals of Construction Industry Trades</b> <i>TERO Training Center (old Boeing bld # 16-638)</i> Randy Sibley: 651-3852	Monday through Thursday 8 am – 3 pm <i>Registration and orientation</i> <b>January 2 &amp; 3</b> <i>Classes:</i> <b>Jan 4 – Feb 22</b>	<ul style="list-style-type: none"><li>• A 28-day program designed to prepare individuals for entry-level construction, remodeling, or pre-apprenticeship jobs.</li><li>• Courses include: OSHA safety, blueprints and lay-outs, tool use, concrete forming, foundations, and framing.</li><li>• Classes are taught in a hands-on environment by professionals from the construction industry.</li></ul> <b>Accredited by Edmonds CC</b>
<i>Spring class</i>	Registration & Orientation: <b>April 4 – 5</b> Classes: <b>April 9 – May 24, 2007</b>	
<b>Additional 2006-07 CIT classes</b>		
<b>Scaffold Training Course</b> S. Henry & R. Sibley	<b>February 2</b> 8 – 4:30 pm TERO Training Center	<ul style="list-style-type: none"><li>• Those who successfully complete this one-day course will receive their OSHA/L&amp;I Scaffold User Certification Card</li></ul>
<b>Pest Management Principles</b> Horticulture 110 Instructor: Gina McCauley Edmonds CC	Mondays 1 - 3:50 pm <b>Jan 8 – Mar 12</b> <b>South Lot Small classroom</b>	<b>Topics include</b> <ul style="list-style-type: none"><li>• Basic tenets of pest management.</li><li>• Pest management strategies</li><li>• Principal types of chemicals used in pest management.</li><li>• Accurately read and interpret pesticide labels.</li><li>• Safety procedures for handling chemicals.</li></ul>
<b>Pruning</b> Horticulture 117 Instructor: Mike Klima Edmonds CC	Thursdays 1 - 4:50 pm <b>Jan 4 – Mar 15</b> <b>TERO Training Center</b>	<ul style="list-style-type: none"><li>• Principles of pruning including tools, techniques, timing and special treatment of Northwest ornamentals.</li><li>• Field experience is stressed, including ladder use.</li></ul>
<b>More Horticulture Classes Coming Spring Quarter</b>		
<b>Finishes</b>	Mon thru Thurs 8 am – 3 pm <b>Feb 26–Mar 22</b>	<ul style="list-style-type: none"><li>• Insulation and Sheetrock</li><li>• Doors, Windows and Trim</li><li>• Tile and Flooring</li></ul>
<b>First Aid and Flagging</b>	Will be scheduled during the school year	<ul style="list-style-type: none"><li>• One-day workshops in First Aid and Flagging</li><li>• Call Shannon Henry at 651-3852</li></ul>
<b>Students who successfully complete the 28-day CIT program plus the First Aid and Flagging certification will receive a Technical Arts Certificate from Edmonds Community College</b>		

## ***Tulalip Custodial/Housekeeping Program for Gaming/Hotel Facilities***

### **Free Classes for Native Americans, their families, and employees of Tulalip Tribes**

<b>Hotel Housekeeping and Laundry</b>	5 days/40 hours Call Allan Alexander at 425-344-8166 for dates & location	<b>Segments cover the following tasks:</b> <ul style="list-style-type: none"> <li>• Room prioritization</li> <li>• Dusting, bed making, and vacuuming</li> <li>• Cleaning of guestrooms &amp; bathrooms</li> <li>• Laundry operations</li> </ul>
<b>Custodial- Housekeeping Supervisors</b>  Training for Front-line Custodial Management	5 days/40 hours Call Allan Alexander at 425-344-8166 for dates & location	<b>Topics include:</b> <ul style="list-style-type: none"> <li>• Goal setting &amp; Budgeting</li> <li>• Scheduling &amp; time management</li> <li>• Delegating and negotiating</li> <li>• Employee grievances &amp; evaluations</li> <li>• Teambuilding &amp; coaching</li> </ul>

## ***Tulalip Customer Service Program for the Hospitality Industry***

### **Free Classes for Native Americans, their families, and employees of Tulalip Tribes**

<b>Introduction to Hotel / Lodging</b>  Instructor: Beth O'Donnell 2 credits-Edmonds CC	Tuesdays 1:30 – 4:30 pm <b>Jan 9 – Feb 20</b> STARS Room <b>Will register first day of class</b>	<b>Introduction to management and operations of the lodging industry</b> <ul style="list-style-type: none"> <li>• Lodging terminology</li> <li>• Job of the general manager</li> <li>• Study of each department in a hotel</li> <li>• Sales and marketing</li> <li>• Discussion of chain operations, franchising, and management contracts</li> </ul>
<b>Workplace Effectiveness</b> (Management 155) Instructor: Marie Johnson 2 credits-Edmonds CC	Fridays 9 – 11 am <b>Jan 5, 12, 19, &amp; 26 Feb 2 &amp; 9</b> STARS Room <b>Will register first day of class</b>	<ul style="list-style-type: none"> <li>• Self-esteem and attitude</li> <li>• Interpersonal communication</li> <li>• Anger/conflict management</li> <li>• Stress and time management</li> <li>• Cultural diversity</li> <li>• Team building</li> </ul>
<b>Leadership</b> (Management 134) Instructor: Marie Johnson 2 credits-Edmonds CC	Mondays 2 – 4 pm <b>Jan 8, 22, &amp; 29 Feb 5, 12, &amp; 26 Mar 5</b> STARS Room <b>Will register first day of class</b>	<ul style="list-style-type: none"> <li>• Development, traits &amp; impact of a leader</li> <li>• Leadership &amp; organizational culture</li> <li>• Change management</li> <li>• Communication &amp; human relations</li> <li>• Effective coaching &amp; feedback</li> <li>• Motivating employees</li> <li>• Effective teams; Cultural diversity</li> </ul>
<b>Coming Spring Quarter: <i>Event Planning &amp; Front Desk Operations</i></b> <i>(prerequisite Intro to Hotel/Lodging)</i>		

## *Tulalip / Everett Community College*

**Free Class to Native Americans, their families, and employees of Tulalip Tribes**

<b>Principles of Management</b> BUS 200 Instructor: Pat Sisneros 5 credits – EvCC <b>Limit of 12 students</b>	<b>Tuesdays</b> 3:30 – 5:30 pm <b>January 9 – March 13</b> <b>STARS Room</b> Will register the first day of class	<i>For working professionals only – must be in a supervisory/management position</i> <ul style="list-style-type: none"> <li>• Intro basic principles of business management: organizing, planning, directing, staffing, and controlling</li> <li>• Course will have field exercises and numerous group projects</li> <li>• Transferable class for an AA degree</li> </ul>
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## *Tulalip / Northwest Indian College*

**Free Classes for Native Americans, their families, and employees of Tulalip Tribes**  
**Located at NWIC site, near Boys & Girls Club. To register, call 360-651-3570**

<b>PC Hardware Support</b> CMPS 160 Instructor: Helgeson 4 credits - NWIC	<b>Mon &amp; Wed</b> 3:30 – 5 pm <b>Begins January 3</b>	<ul style="list-style-type: none"> <li>• Hands on experience with disassembly &amp; assembly of PC.</li> <li>• Troubleshooting, diagnostics &amp; upgrading</li> </ul> <i>Applies towards new A+ Certification</i>
<b>Operating Systems</b> CMPS 104 Instructor: Moser 5 credits - NWIC	<b>Mon &amp; Wed</b> 9 – 10:30 am plus lab time <b>Begins January 3</b>	<ul style="list-style-type: none"> <li>• Learn “command line” instructions as basis of every operating system</li> <li>• Foundation for understanding &amp; controlling computers and desktop/network support</li> </ul>
<b>Copper/Fiber Cabling</b> CMPS 188 TY Instructor: Helgeson 5 credits - NWIC	<b>Tues &amp; Thurs</b> 5 – 6:30 pm plus lab time <b>Begins January 2</b>	<b>Course covers:</b> <ul style="list-style-type: none"> <li>• Cable connections for network connectivity</li> <li>• Multi-mode fiber connections</li> <li>• Diagnostics, testing, and repair of fiber cable</li> </ul>
<b>Internships</b> CMPS 197 Instructor: Moser 3 - 5 credits - NWIC	<b>Fridays</b> Time to be announced <b>Begins Jan. 12</b>	<ul style="list-style-type: none"> <li>• Must be working in computer, network, cabling, or slot support</li> <li>• Meets three times during the quarter at NWIC Center</li> <li>• Remaining time is “on the job”</li> </ul>
<p><b>Coming later this winter: <i>INTRO TO BUSINESS</i> – aspects of ownership, organization, administration, decision-making, legal environment, finances, &amp; personnel</b></p> <p><b><i>SUPERVISION: CORE SKILLS I</i> – focus on leadership, decision-making &amp; communication for new supervisor, already a supervisor, or being a better employee</b></p>		
<p style="text-align: center;">For more information about these classes or NWIC certificates &amp; other degrees, please contact Brooke Waite-Keller at 651-3570 or bkellar @tulaliptribes-nsn.gov</p>		